



# Mobilization Group Processing Request Inprocessing / Outprocessing

## Instructions

For groups of 5 or more Service Members (SM) provide the following information at least two weeks prior to the SM's arrival date for group processing to the Mobilization Site. **An electronic list will be attached to this request and will include a minimum of Last Name, First Name, MI, Rank, SSN, arrival date and departure date for each SM.** The Mobilization site personnel will prepare the group itinerary and coordinate with your POC. Each SM will bring 10 complete sets of their orders/amendments.

Group Purpose/Name: \_\_\_\_\_

Number of SM's Processing\*: \_\_\_\_\_

Unit Name: \_\_\_\_\_

UIC: \_\_\_\_\_

Arrival Date: \_\_\_\_\_

Departure Date: \_\_\_\_\_

	Primary	Alternate
POC Name		
Office phone		
Cell phone		
Email		

\* Electronic list as directed in instructions will accompany this request.

Person submitting this request: \_\_\_\_\_ Office phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Fort Belvoir Mobilization Site

POC's: MSG Astrop

SFC Clay

Email Address: [belvoirmobsite@belvoir.army.mil](mailto:belvoirmobsite@belvoir.army.mil)

[belvoirmobsite@belvoir.army.mil](mailto:belvoirmobsite@belvoir.army.mil)

Phone: 703-805-5582/5576

Location: 5815 20<sup>th</sup> Street, Bldg 213, Room 221, Fort Belvoir